



West Rockhill Township

1028 Ridge Road
Sellersville, PA 18960
215-257-9063

Fax 215-257-0701

www.westrockhilltownship.org

Residential Construction Application Procedures

FEES – A non-refundable check of \$100.00 for building permit review and \$25.00 for zoning permit review, made payable to West Rockhill Township, must accompany the application. If approved, the initial fees will be applied to the remaining fees due.

All Forms may be downloaded from our website on the “Permits, Forms & Applications” page. Permits will not be released until all items have been received.

1. Building Permit Application

- Complete Sections A – D and sign

3. Zoning Permit Application

- Please follow the procedures on the front page of the Zoning Permit Application
- Any application with 1000 square feet of new impervious surface requires a **Stormwater Management Plan Application, Professional Services Agreement** and a \$1,500.00 Escrow

4. Plumbing Permit Application

- Complete Sections A – D and sign

5. Mechanical Permit Application

- Complete Sections A – D and sign

6. Electrical Permit Application

- Complete Sections A – C and sign
- All electrical work shall be inspected by an electrical underwriting agency, and the Township must receive notification from the underwriter for both rough electric and final electric approval.

Complete the following permits if applicable:

7. Well Permit

8. Driveway Permit

9. Elevator Permit Application

10. Elevator Subcode Application

11. Fire Suppression Permit Application

12. Sprinkler Hydraulic Subplate

CONTRACTORS & SUBCONTRACTORS – A list of all contractors and subcontractors must be provided upon application along with each of their Certificate of Insurance for general liability; indicating compliance with PA Act 44 of 1993 regarding workers’ compensation insurance with West Rockhill Township identified as certificate holder and additional insured. If the contractor/subcontractor is not required to carry Workers Compensation Insurance, they must submit a completed **Workers Compensation Exemption Affidavit**. In addition, please submit the following according to the type of job:

ADDITION OR ALTERATION – Submit a **copy** of your Pennsylvania Home Improvement Contractors License.

NEW CONSTRUCTION – Submit a completed **Contractor Registration Application** and applicable fee.

PLANS AND SPECIFICATIONS

Two (2) copies of all plans and specifications must be submitted with all applications for building permit. Cross Section Drawings, giving structural details as outlined below, must be included.

- A. **DIMENSIONS** – Show all dimensions of all proposed structures – height (ground level to highest point of roof), width and length. Give overall floor plan showing interior layout and dimensions.
- B. **FOUNDATION & FOOTINGS**– Give all foundation information – depth of excavated footings to the finished grade and width of footings. Indicate depth of concrete in footings (minimum 8”). Show size and type of materials used for walls, (i.e. block) and foundation floor. Indicate thickness and PSI (pounds per square inch) of concrete and/or other sub-materials.
- C. **MAIN BEAMS**– Give size and description of materials of beam and column supports. Spans between columns must be indicated. **If using *Manufactured Beams*, structural plans must be sealed by engineer or architect.**
- D. **FLOORS**– Indicate joist direction, span, size, spacing, bridging, and anchorage to foundation. Show type and thickness of sub-floor. **If using *Manufactured Floor Trusses*, structural plans must be sealed by engineer or architect.**
- E. **WALL** – Indicate wall plates, stud size and spacing, type and placement of bracing, details of exterior materials, and door and window headers. Indicate the use of wall insulation, its thickness and R factor. Indicate span of cantilever. Show railings and or guards with height and spacing of all balusters where needed.
- F. **CEILING & ROOF FRAMING**– Indicate size, spacing, direction, and span of joists. Roof rafters must show pitch, size, span, and spacing. Indicate spacing of collar ties. Show type, thickness and R factor of ceiling insulation. Roof sheathing and type of roof materials to cover it should be shown. Indicate attic ventilation. **If using *Manufactured Roof Trusses*, structural plans must be sealed by engineer or architect.**
- G. **ATTACHING TO EXISTING STRUCTURE** – Indicate method of attachment of items B through F above of the proposed structure to the existing structure, if applicable.
- H. **INTERIOR** – Indicate type and thickness of materials to be used on interior walls and ceilings.

NOTE FOR POOLS – Temporary fencing (such as snow fencing) must be provided around excavation during construction. Details of permanent pool fencing showing compliance with Township Codes must be shown on plot plan. **Permanent fencing must be in place before pool is filled.**

ADDITIONAL INFORMATION

REVIEW – The application will be reviewed by the Code Enforcement and Zoning Departments for compliance with all Township codes and ordinances.

PERMIT GRANTED – **Work may not start until a permit has been approved, granted and paid in full.** The permit cards must be displayed to be visible from the street.

INSPECTIONS – Call the Township office (215-257-9063) at least 24 hours in advance to schedule each inspection. Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. **If required inspections are not requested**, final approval will not be granted.